



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-729

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CIRCUIT COURT

COURT PSYCHIATRIST

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<b><u>GENERAL CORRESPONDENCE</u></b> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.  Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	<b><u>UNOFFICIAL PERSONNEL FILES</u></b> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	<b><u>LEAVE AND TIME SHEETS</u></b>  This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

5/16/94 Gerald A. Turck  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

5/17/94 James E. Ke  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

5-13-94 Peter J. Lally  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

8/24/94 Theresa G.  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
4.	<b><u>BUDGET RECORDS</u></b> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	<b><u>GENERAL ACCOUNTING RECORDS</u></b> Files contain office copies of: Goods Received Memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<b><u>SPECIAL ACCOUNTING RECORDS</u></b> Audit Reports (Internal or external, financial or program).	Retain one (1) copy permanently for eventual transfer to the State Archives.
7.	<b><u>FIXED ASSETS FILE</u></b> Fixed asset printouts (including vehicles) IRA forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset Printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<b><u>PUBLICATION HISTORY FILE</u></b> This file contains one (1) copy of each publication produced by the agency.	Retain permanently for eventual transfer to the State Archives.
9.	<b><u>CASE FILES</u></b> These files are arranged numerically by case number and alphabetically by name. They include a variety of files generated by this office, including, but not limited to the following: Report to the Court on Patients Charging Documents/Offense Reports Medical Records (if applicable) Testing materials and scores Correspondence/Doctor's Notes Probation Reports.	Retain for 29 years, then microfilm. Retain film permanently. Destroy paper records after film is accepted. Transfer master negative film to the Archives.